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NOT CIRCULATE

BOARD OF EDUCATION OF HAMILTON TOWNSHIP

A G R E E M E N T

Atlantic County

Between:

Board of Education of Hamilton Township

and

Hamilton Township School Secretaries' Association

Effective Date:

July 1, 1974

through

June 30, 1977

Agreement Date:

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Labor Relations

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RUTGERS UNIVERSITY

PREAMBLE

This Agreement entered into this day of
1974, by and between the Board of Education of Hamilton Township,
Township of Hamilton, County of Mercer, State of New Jersey, hereinafter
called the "Board," and the Hamilton Township School Secretaries'
Association, hereinafter called the "Association."

WITNESSETH:

WHEREAS, the Board and Association recognize and declare that providing
a quality education for the children of the Hamilton Township School
District is their mutual aim and that the character of such education
depends predominately upon the quality and morale of the entire staff,
and

WHEREAS, the Board has an obligation, pursuant to Chapter 303, Public
Laws 1968 to negotiate with the Association as the representative of
employees hereinafter designated with respect to the terms and conditions
of employment, and

WHEREAS, the parties have reached certain understandings which they
desire to confirm in this Agreement,

In consideration of the following mutual covenants, it is hereby agreed
as follows:

ARTICLE 1

Recognition

- 1:1 The Board hereby recognizes the Association as the exclusive and sole representative for collective negotiation concerning the terms and conditions of employment for all full-time personnel under contract, employed by the Board:

Including:

Secretary 1
Secretary 2
Secretary 3
Secretary 4

But excluding: Confidential Employees as listed.

Superintendent - 2 secretaries
Deputy Superintendent - 1 secretary
Assistant Superintendent
for Business Services - 1 secretary
Director of Personnel - 1 secretary
Paymaster - 1
Head Bookkeeper - 1

All other personnel of the school district not specifically enumerated in the inclusion set forth above. However all unit disputes regarding newly created positions may be referred to PERC for a unit determination.

- 1:2 Unless otherwise indicated, the term "employee (s)," when used hereinafter in this Agreement, shall refer to all personnel represented by the Association in the negotiating unit as above defined. Reference to employees shall be deemed to include both the male and female, except when the context clearly limits the intent to one sex, and words used in the singular shall include words in the plural as the text so requires.

ARTICLE 2

Negotiation Procedure

- 2:1 The parties agree to enter into collective negotiation in accordance with Chapter 303, Public Laws 1968, in a good-faith effort to reach agreement concerning the terms and conditions of employment. The Association shall submit its contract proposal to the Board not later than November 1 of the calendar year preceding the calendar year in which this Agreement expires and such submission of proposals shall constitute the opening of formal negotiations. The Board will submit counter-proposals as well as new proposals to the Association, and negotiation meetings shall begin by November 15.
- 2:2 During negotiation, the Board and the Association shall present relevant data, exchange points of view and make proposals and counter-proposals. The Board shall make available to the Association, upon request, all information of the Hamilton Township School District that is in the public domain, provided such request shall be at no expense to the Board of Education.
- 2:3 Neither party in any negotiations shall have any control over the selection of the negotiating representatives of the other party.
- 2:4 This agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.

ARTICLE 3

Grievance Procedure

3:1 DEFINITION

- 3:1.1 A "grievance" is a claim by an employee that he has suffered a loss or injury as a result of misinterpretation, misapplication, or violation of this Agreement, policies, or administrative decisions.

As used in this Article, the term "employee" shall mean (a) an individual employee, (b) a group of employees having the same grievance, (c) the Association.

- 3:1.2 A grievance to be considered under this procedure must be initiated by the employee or group of employees within twenty-five (25) calendar days from the time the action is taken or when the act is known or should have been known.

- 3:1.3 An aggrieved person is the person or persons making the claim.

3:2 PROCEDURE

- 3:2.1 Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved to proceed to the next step.

- 3:2.2 Failure at any step of the procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step.

- 3:2.3 Any employee who decides either alone or with the assistance of the Association that he has a grievance shall discuss it with his immediate superior in an attempt to resolve the matter informally at that level. If as a result of the discussion, the matter is not resolved to the satisfaction of the employee within 7 calendar days of such discussion, the employee shall set forth his grievance in writing to his principal or other immediate superior, specifying:

- a. The nature of the grievance and date occurred.
- b. The results of the previous discussions.
- c. His dissatisfaction with decisions previously rendered.
- d. Relief sought.

The principal or immediate superior shall communicate his decision, to the aggrieved and his representative, in writing within seven calendar days of receipt of the written grievance.

3:2.4 The employee no later than seven calendar days after receipt of the principal's decision, may appeal the principal's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing, reciting the matter submitted to the principal as specified above and the employee's dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed forty-five calendar days, the Superintendent shall communicate his decision in writing to the employee, the principal, and the Association. If the grievant or Association requests a meeting at the Superintendent's level, the Superintendent or his representatives shall conduct a meeting concerning the grievance and render a decision within the time limits set forth herein.

3:2.5 If the employee and/or Association are dissatisfied with the decision of the Superintendent and only if the grievance pertains to a violation of this Agreement between the Board and the Association and review by an arbitrator is desired, the Association shall notify the Superintendent by certified mail or receipted delivery no later than 15 calendar days after the receipt of his decision.

Additionally, a grievance may not be submitted to arbitration which pertains to:

- a. A grievance of a non-tenure employee which arises by reason of his not being re-employed, or appointment to or lack of appointment to, retention in or lack of retention in any position for which tenure is either not possible or not required.
- b. No grievance shall be taken to arbitration that impinges upon the right of the Board of Education to appoint, promote, assign, and involuntarily transfer.
- c. Any matter for which a method of review is provided for by law or any regulation of the State Board of Education, or the Commissioner of Education, or any matter which according to law is beyond the scope of the Board's authority or limited by law to Board authority alone.

3:2.6 An employee, in order to process his grievance to arbitration, must have his request for such action accompanied by the written recommendation for such action by the Association, which shall represent or approve the representative of said grievant at the arbitration level.

3:3 The following procedure will be used to secure the services of an arbitrator:

- 3:3.1 A request by the Association will be made to the American Arbitration Association (A.A.A.) or to the Public Employment Relations Commission (P.E.R.C.) to submit a roster of persons qualified to function as an arbitrator in the dispute in question.
- 3:3.2 If the parties, within seven calendar days, are unable to determine a mutually satisfactory arbitrator from the submitted list, they will request the American Arbitration Association to submit a second roster of names.
- 3:3.3 If the parties are unable to determine within seven calendar days of receipt of the second list, a mutually satisfactory arbitrator, the American Arbitration Association may be requested by letter by either party to designate an arbitrator.
- 3:3.4 The arbitrator so selected shall confer with the representatives of the Board and the Association, shall hold hearings promptly, and shall issue his decision not later than 30 calendar days from the date of the close of hearings.
- 3:3.5 The arbitrator shall limit himself to the issues submitted to him and shall consider nothing else. He can add nothing to nor subtract anything from the agreement between the parties.
- 3:3.6 The recommendations of the arbitrator shall be binding. His decision shall be in writing but he shall be without power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this agreement.
- 3:3.7 The parties shall be responsible for all costs incurred by each and only the fee and expense of the arbitrator shall be shared by each party paying one-half.
- 3:3.8 If a court stenographer is requested by either party, the cost will be borne by the party requesting the stenographer. However, should the party not requesting the stenographer later request transcripts pertaining to the proceeding, they will then bear the proportionate share of the original cost. Parties requesting transcripts of the proceeding shall bear the cost of said transcripts.
- 3:4 GENERAL REGULATIONS
 - 3:4.1 All appeals taken past the immediate superior of the aggrieved party must be stated in writing.
 - 3:4.2 All time limits stated within this procedure must be strictly adhered to unless an extension is mutually agreed upon in writing by both parties.

- 3:4.3 Employees presenting an appeal or assisting in the presentation of an appeal are assured that no reprisals shall result because of their normal and proper participation.
- 3:4.4 The aggrieved party and his representatives shall have the right to be present at all hearings conducted at every step of the grievance procedure, following the informal step.
- 3:4.5 The right of an employee to attempt to resolve a grievance directly through normal administrative procedure is not to be abridged in any way.
- 3:4.6 There will be no suspension of a grievance procedure when schools are not in session except by mutual consent of the parties.
- 3:4.7 The aggrieved shall have the right to present his own appeal or designate representatives of the Association to appeal with him or for him at any step in his appeal through the level of the Superintendent. If the aggrieved does not designate a representative, the Association shall be notified that a grievance is in process and shall have the right to be represented at all hearings pertaining to the grievance.
- 3:4.8 In the event that a grievance results from an action of a school official higher than the rank of principal, the grievant may set forth his grievance in writing to that official, specifying:
 - a. The nature of the grievance and date occurred.
 - b. The results of the previous discussions.
 - c. His dissatisfaction with decisions previously rendered.
 - d. Relief sought.

The official to whom the grievance is submitted shall render his decision to the secretary in writing within seven calendar days of receipt of the written grievance, unless said official is the Superintendent of Schools; in which event, the 45-day answering period set forth in the Superintendent's level shall apply. Grievances filed at the advanced level based on an action of the Board of Education shall be initiated and handled at the level of the Superintendent, if applicable.

ARTICLE 4

Rights of the Parties

- 4:1 The management of the Hamilton Township Board of Education and the direction of its employees, including the right to hire, suspend, discharge for just cause, promote, demote, transfer employees, for just and legitimate reasons, are recognized to be in the Board of Education except as otherwise provided in this Agreement. However, nothing contained herein shall be construed to deny or restrict to any employee or the Board such rights as each may have under New Jersey School Laws or other applicable laws and regulations.

- 4:2 Whenever any employee is required to appear before the Board or committee thereof, concerning any matter which could adversely affect the continuation of that employee in his office, position, or employment, or the salary or any increments pertaining thereto, then he shall be given prior written notice of the reasons of such a meeting or interview and shall be entitled to have a representative of his choosing present to advise him and represent him during such a meeting or interview.
- 4:3 Information: The Board agrees to make available to the Association, in response to reasonable requests from time to time, all available information concerning the educational program and the financial resources of the district that are a matter of public record. The Board shall make such information available within a reasonable amount of time following such request.
- 4:4 Pursuant to Chapter 303, proposed new rules or modifications of existing rules governing working conditions shall be negotiated with the majority representative before they are established.

Work Year

- 5:1 The work year shall be all week days during the employee's contract period with the exception of scheduled vacation and holidays.
- 5:2 Contract Work Periods: Annual contracts are effective from July 1 through June 30 of the following year.
- 5:3 VACATIONS
- 5:3.1 Vacations shall be confined to the period occurring between one (1) week after the close of school in June and one (1) week prior to the opening of school in September, or at other such times when school is not in session for students.
- 5:3.2 Vacations shall be recommended by the principal or immediate supervisor and approved by the Superintendent or his designee.
- 5:3.3 Vacations may be granted at other times upon request. Said exceptions must be recommended by the principal or immediate supervisor and approved by the Superintendent or his designee.
- 5:4 VACATION ELIGIBILITY
- 5:4.1 Eligibility shall be computed as of July 1.
- 5:4.2 Annual Contracts:
- a. First year personnel - one working day for each full month of service up to a maximum of ten (10) working days.
 - b. Over one year - but less than nine (9) years - ten (10) working days.
 - c. Nine (9) years - but less than eighteen (18) years - fifteen (15) working days.
 - d. Eighteen (18) years or more - twenty (20) working days.
- 5:5 Holidays - as presented by the Board
- 5:5.1 Pursuant to a schedule established by the Board of Education, not less than eighteen (18) days per year.

Daily Work Hours

- 6:1. Beginning with the first day that teachers report and continuing to the last day that teachers are required to report for duty:
- 6:1.1 For positions of thirty-five (35) hours per week, the work day shall consist of seven (7) hours exclusive of a sixty (60) minute duty-free lunch hour.
- 6:1.2 For positions of less than thirty-five (35) hours per week, the work day shall be defined by the Administration.
- 6:1.3 Scheduling of lunch hours shall be the responsibility of the administration.
- 6:1.4 Daily schedules and daily starting and ending times of secretarial personnel will be developed by supervisory personnel based on the needs of the school district. It is expected that present schedules will continue during the term of this agreement unless operational need dictates change. All secretarial personnel will be expected to report for duty on all full or partial snow days and remain until excused by the immediate superior.
- 6:2 SUMMER WORK HOURS
- 6:2.1 Summer hours shall be effective on the day after the last teacher day in June and end on the day before the first teacher day in September.
- 6:2.2 For employees who work thirty-five (35) hours per week during the school year, the work day shall consist of six (6) hours exclusive of a sixty (60) minute duty-free lunch hour.

ARTICLE 7

Insurance Protection

- 7:1 The Board of Education agrees that for the 1974-1977 years they will provide individual health-care insurance coverage through the New Jersey Public and School Employees Health Benefits Program which shall include:
a) Blue Cross; b) Blue Shield; c) Rider J; and d) Major-Medical.
- 7:2 The Board shall provide for continuances of health-care insurance after retirement on the terms detailed in the master policies and contracts agreed upon by the Board and the Association. The retirees shall be responsible for all premium costs involved.
- 7:3 The Board shall give written notification at the time of hiring all employees new to the district that the responsibility for insurance coverage during the interim period rests with the employee.
- 7:4 All new employees and other employees requesting same shall be given a description of the health-care insurance coverage provided under this Article contingent upon the availability of such documents from the carrier.

- 9.
- 7:5 The Board agrees to provide, at no cost to the employee, chest x-rays required of the employees to maintain their employment, provided said employee avails himself of the program provided by the Board.
- 7:6 With the start of the 1974-1975 school year, employees qualifying for the Family Plan will have 100% of the cost (at the rate as of January 1, 1974) paid by the Hamilton Township Board of Education.

ARTICLE 8

Call Time, Overtime, and Overload

- 8:1 Time and a half will be paid for all hours in excess of 40 hours per week. Straight time will be paid for overtime worked up to 40 hours except that time and a half will be paid for time worked on Saturday, Sunday, and holidays scheduled by the Board of Education, provided such overtime shall be worked on the premises.
- 8:2 Call-back time - employees will be guaranteed a minimum of two hours work if called back to duty not contiguous with their regular work day. Overtime worked, which is contiguous to their regular work day, shall be paid according to the number of hours worked at straight time.
- 8:3 All overtime must be approved in advance on the proper form, which must be signed by the immediate superior.
- 8:4 In the event that a secretary is required to temporarily assume the duties of a higher level for a period of more than two weeks and no longer functions exclusively in the duties of her own level, the secretary will begin to receive compensation on the proper step of that level at the beginning of the third week.

Exclusions: Assuming the duties of a person on vacation or when an absentee's duties are distributed among several persons.

ARTICLE 9

Deduction From Salary

- 9:1 The Board agrees to deduct from the salaries of its employees dues for the Association Membership. Such deductions shall be made in compliance with Chapter 233, Public Laws of 1969 (N.J.S.A. 52:14-15.9e) and under rules established by the State Department of Education. Said monies, together with records of any corrections, shall be transmitted to the Treasurer of the Hamilton Township School Secretaries' Association by the 15th of each month following the monthly pay period in which deductions were made. Employee authorizations shall be indicated on a form provided.
- 9:2 The Association shall certify to the Board, in writing, the current rate of its membership dues.

ARTICLE 10

Sick Leave and Temporary Leaves of Absences

- 10:1 ACCUMULATIVE SICK LEAVE
- 10:1.1 As of July 1, 1974, all employees employed shall be entitled to twelve (12) sick leave days each year as of the first official day of said school year whether or not they report for duty on that day. Unused sick leave days shall be accumulated from year to year with no maximum limit.
- 10:1.2 New employees starting after the beginning of the fiscal year shall be immediately granted sick leave days equivalent to one (1) day for each month remaining in the fiscal year.
- 10:2 NON-ACCUMULATIVE TEMPORARY LEAVE benefits shall be allowed to employees according to the following schedule:
- 10:2.1 A full-time employee who has exhausted all of his sick leave days provided for in 10:1 above may be granted additional sick leave days less substitute pay, at the discretion of the Board.
- 10:2.2 Three (3) work days in any contract year with pay for illness in immediate family. Immediate Family shall be interpreted to mean father, mother, husband, wife, brother, sister, child, and those related by blood or marriage permanently residing within the household of the employee. Seven (7) additional work days with full pay less substitute's pay at the discretion of the Board.
- 10:2.3 Five (5) work days with full pay in any contract year for death in immediate family. Immediate family shall be interpreted to mean father, mother, husband, wife, brother, sister, child, and those related by blood or marriage permanently residing within the household of the employee. One (1) work day with full pay for death other than immediate family members. Other than immediate family shall be interpreted to mean grandparents, uncles, and aunts, or as a designated pall bearer.
- 10:2.4 Three (3) work days with pay for marriage.
- 10:2.5 Full pay for each day an employee's presence is required by court subpoena. Employee shall turn back to the Board of Education any remuneration obtained from the Courts for such jury duty.

ARTICLE 11

Promotions, Vacancies, and New Positions

- 11:1 Any position vacated or created shall be considered open and a list of all open positions in the school district shall be made available to all staff prior to the filling of said positions.
- 11:2 Open positions shall be adequately publicized by the administration.
- 11:2.1 Notification shall be distributed in each building by the administration as far in advance as practicable, ordinarily at least fifteen (15) working days before the final date when applications must be submitted and in no event less than ten (10) school days before such date. One copy of said notification shall be distributed to the Association president prior to any external advertising.
- 11:2.2 The notification shall set forth the classification of the position, its duties, the rate of compensation, the location.
- 11:3 All qualified in-district personnel shall be given the opportunity to make application and no position shall be filled until all properly submitted applications have been considered.
- 11:4 The Board agrees to give due consideration to the background, qualifications, seniority, and other relevant factors pertaining to applicants.
- 11:5 Prior employment experience or military service credit shall be negotiated individually with new employees. However, once established, the credit agreed upon shall serve as the base from which future progress on the salary schedule will occur.

ARTICLE 12

Personal Freedom

- 12:1 The personal life of an employee, occurring outside of the work day, is not the appropriate concern or attention of the Board except as it may directly prevent the employee from performing properly his assigned functions during the work day or where such personal life is prejudicial to the best interest of the school system.

ARTICLE 13

Employee Evaluation

- 13:1 Employees shall have opportunities to confer with their immediate supervisors for the purposes of identifying strengths, weaknesses and discussing ways and means to improve overall performance. These conferences shall include written evaluation reports, and shall be scheduled by the supervisor at least once in each contract year.
- 13:2 Employees shall be given copies of the evaluation report and shall be requested to sign it at the completion of the conference. Opportunity shall be given to the employee to file a written response.
- 13:3 The evaluation and the response shall be forwarded to the Superintendent or his designee for review and shall be filed in the central personnel file.
- 13:4 PERSONNEL RECORDS
- 13:4.1 No material derogatory to an employee's conduct, service, character or personality shall be placed in the personal file unless the employee has had an opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The employee shall also have the right to submit a written answer to such material and his answer shall be reviewed by the Superintendent or his designee and attached to the file copy.
- 13:4.2 In the event of the failure of the Board to reemploy a non-tenure employee, the said employee may request: first, a meeting with his immediate supervisor; if dissatisfied with the results of that meeting, he may request a meeting with the Superintendent of Schools; and, if still dissatisfied, a meeting with the Board during which the employee may stipulate his position relative to the matter. The employee may have a representative of his choosing present to advise him during the aforementioned hearing.

Protection of Employees and Property

- 14:1 The Board of Education and the Hamilton Township Secretaries' Association recognize their responsibilities as defined in the following State Statutes: 18A16-6; 18A16-6.1; 18A:6-1; 18A:25-2; 18A30-2.1.
- 14:2 The Board shall reimburse employees for the reasonable cost of any clothing or other personal property damaged or destroyed on the person of the employee as a result of an assault suffered by the employee while the employee was acting in the discharge of his duties.
- 14:3 Employees shall immediately report cases of assault suffered by them in connection with their employment to their principal or his designated representative.

ARTICLE 15

Transfer and Reassignment

- 15:1 Employees desiring a change in employment shall make their request in writing to the Superintendent or his designee.
- 15:2 The best interest of the school system as determined by the Superintendent and the wishes of the individual employee shall be considered in the determination of requests for reassignment and/or transfer. However, the Board of Education reserves its right to assign and/or reassign all employees and such assignment and reassignment shall be final.
- 15:3 If an employee is reassigned, he will be notified promptly in writing, and if dissatisfied, he may appeal in writing said reassignment through the appropriate channel to the Board of Education.

ARTICLE 16

Miscellaneous Provisions

- 16:1 The Board and Association agree that there shall be no discrimination in the hiring, training, assignment, promotion, transfer, or discipline of employees or in the application or administration of this Agreement on the basis of race, creed, color, religion, national origin, sex, domicile or marital status.
- 16:2 Board Policy: This Agreement shall be construed as Board policy for the term of said Agreement, and the Board shall carry out the commitments contained herein and give them full force and effect as Board policy.
- 16:3 Separability: If any provision of this Agreement or any application of this Agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be decreed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

- 16:4 Both parties recognize the desirability of continuous and uninterrupted operation of the instructional program during the normal school year, and the avoidance of disputes which threaten to interfere with such operation. Since the parties are establishing a comprehensive grievance procedure under which unresolved disputes may be settled, the parties have removed the basic cause of work interruptions during the period of this Agreement.
- 16:5 The Hamilton Township School Board, on its own behalf and on behalf of the taxpayers of the district hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of New Jersey, and of the United States and other applicable laws and regulations.
- 16:6 Nothing contained herein shall be considered to deny or restrict the Board of its rights, responsibilities, and authority under the New Jersey School Laws or any other national, state, county, district, or local laws or regulations.
- 16:7 Nothing in this Agreement which changes pre-existing Board Policy, rules, or regulations shall operate retroactively unless expressly so stated. The parties agree that employees shall continue to serve under the direction of the Superintendent of Schools and in accordance with Board and Administrative Policies, Rules and Regulations provided that the provisions of this Agreement shall supersede and prevail over any conflicting provisions.
- 16:8 Printing Agreement: Copies of this Agreement shall be printed and the expense shared by the Board and the Association after agreement with the Association on format within thirty (30) days after the Agreement is signed.
- 16:9 Whenever any notice is required to be given by either of the parties to this Agreement to the other, pursuant to the provisions of this Agreement, either party shall do so by telegram or registered letter at the following addresses:

If by the Association, to the Board at:

Hamilton Township Board of Education
c/o Mrs. Dorothy Homeier
Secretary to the Board of Education
2069 Greenwood Avenue
Trenton, New Jersey 08609

If by the Board, to the Association at:

Hamilton Township School Secretaries Association
To: the name and address on file with the Board Secretary

ARTICLE 17

Duration of Agreement

- 17:1 This Agreement shall be effective as of July 1, 1974, and shall continue in effect until June 30, 1977, subject to the Association's right to negotiate over a successor Agreement as provided in Article 2. This Agreement shall not be extended orally and it is expressly understood that it shall expire on the date indicated.
- 17:2 In witness whereof the Association has caused this Agreement to be signed by its President and Secretary and the Board has caused this Agreement to be signed by its President, attested by its Secretary and its corporate seal to be placed hereon, all on the day and year first above written.

HAMILTON TOWNSHIP SCHOOL SECRETARIES ASSOCIATION

by _____
President

Attest:

Secretary

HAMILTON TOWNSHIP BOARD OF EDUCATION

by _____
President

Attest:

Secretary

OFFICE OF THE SUPERINTENDENT
HAMILTON TOWNSHIP SCHOOLS

Memo To: H.T.S.S.A. President, Bonnie Toth
From: Peter A. Hartman, Superintendent
Re: Secretary - Administration Liaison Committee
Date: June 25, 1974

The Hamilton Township Board of Education ratified the 1974-77 H.T.S.S.A. Agreement at the public meeting held on June 24, 1974. They also authorized the Superintendent of Schools to convey by this letter of memorandum the setting up of a Secretary-Administration Liaison Committee along the guidelines as listed below. Please contact us when you have selected your three (3) members and we can set up tentative dates for our first meeting.

* * * * *

Secretary - Administration Liaison Committee

The Superintendent and/or representatives at the central staff level agree to meet with representatives of the Association to amicably review and discuss current secretary problems and practices.

Meetings shall be held after work up to three (3) times per year, if needed; the dates of which shall be mutually agreed upon.

Size of the committee shall be workable number, not to exceed three (3) employees at any given meeting. The Association shall select its own representatives. An agenda shall be presented by the Association to the Superintendent at least one week prior to the scheduled meeting, with the understanding that a portion of the meeting may be devoted to matters for discussion initiated from the Superintendent's Office, with the agenda for the same being presented to the Association one week prior to the meeting.

The Board recognizes the need for communication at all levels and encourages the implementation of this letter of memorandum through scheduled meetings of administration and employees. However, such meetings shall, at no time, deal with topics that are under negotiations between the parties.

PAH:rk

OFFICE OF THE SUPERINTENDENT
HAMILTON TOWNSHIP SCHOOLS
May, 1974

SECRETARIES SALARY SCHEDULE 1974-75

<u>Experience</u>	<u>IV</u>	<u>III</u>	<u>II</u>	<u>I</u>
0	\$5,500	\$5,700	\$5,900	\$6,200
1	5,700	5,900	6,100	6,400
2	5,900	6,100	6,300	6,600
3	6,100	6,300	6,500	6,800
4	6,300	6,500	6,700	7,000
5	6,500	6,700	6,900	7,200
6	6,700	6,900	7,100	7,400
7	6,900	7,100	7,300	7,600
8	7,100	7,300	7,500	7,800
9	7,300	7,500	7,700	8,000
10	7,500	7,700	7,900	8,200
11	7,700	7,900	8,100	8,400
12	7,900	8,100	8,300	8,600
13	8,300	8,500	8,700	9,000

The Board of Education reserves the right to withhold any or all increments for inefficiency or other good cause.

In the event of the failure of the Board to grant an increment or an adjustment to any employee, the said employee may request: first, a meeting with his immediate supervisor; if dissatisfied with the results of that meeting, he may request a meeting with the Superintendent of Schools; and, if still dissatisfied, a meeting with the Board during which the employee may stipulate his position relative to the matter. The employee may have a representative of his choosing present to advise him during the aforementioned hearing.

OFFICE OF THE SUPERINTENDENT
HAMILTON TOWNSHIP SCHOOLS
May, 1974

SECRETARIES' SALARY SCHEDULE 1975-76

<u>Experience</u>	<u>IV</u>	<u>III</u>	<u>II</u>	<u>I</u>
0	\$5,850	\$6,050	\$6,350	\$6,650
1	6,050	6,250	6,550	6,850
2	6,250	6,450	6,750	7,050
3	6,450	6,650	6,950	7,250
4	6,650	6,850	7,150	7,450
5	6,850	7,050	7,350	7,650
6	7,050	7,250	7,550	7,850
7	7,250	7,450	7,750	8,050
8	7,450	7,650	7,950	8,250
9	7,650	7,850	8,150	8,450
10	7,850	8,050	8,350	8,650
11	8,050	8,250	8,550	8,850
12	8,410	8,610	8,910	9,210
13	8,820	9,020	9,320	9,620

The Board of Education reserves the right to withhold any or all increments for inefficiency or other good cause.

In the event of the failure of the Board to grant an increment or an adjustment to any employee, the said employee may request: first, a meeting with his immediate supervisor; if dissatisfied with the results of that meeting, he may request a meeting with the Superintendent of Schools; and, if still dissatisfied, a meeting with the Board during which the employee may stipulate his position relative to the matter. The employee may have a representative of his choosing present to advise him during the aforementioned hearing.

OFFICE OF THE SUPERINTENDENT
HAMILTON TOWNSHIP SCHOOLS
May, 1974

SECRETARIES' SALARY SCHEDULE 1976-77

<u>Experience</u>	<u>IV</u>	<u>III</u>	<u>II</u>	<u>I</u>
0	\$6,250	\$6,550	\$6,850	\$7,150
1	6,450	6,750	7,050	7,350
2	6,650	6,950	7,250	7,550
3	6,850	7,150	7,450	7,750
4	7,050	7,350	7,650	7,950
5	7,250	7,550	7,850	8,150
6	7,450	7,750	8,050	8,350
7	7,650	7,950	8,250	8,550
8	7,850	8,150	8,450	8,750
9	8,050	8,350	8,650	8,950
10	8,350	8,550	8,850	9,150
11	8,450	8,750	9,050	9,350
12	8,820	9,120	9,420	9,720
13	9,240	9,540	9,840	10,140

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